

Training Stream	Course Title	Delivery Method	Instructor Assignment	Cost
Required	Sexual Harassment Refresher	Online	Lisa Tabor	
	Sexual Harassment Prevention	Instructor-Led	Carol Radke	
All Employee (BARS) Most courses are free of charge, except where noted.	7 Habits of Highly Effective People: Introductory Workshop for Associates	Instructor-Led	Carol Radke	\$80
	Conflict Resolution	Instructor-Led	Carol Radke	
	Creative Problem Solving: Processes & Tools	Instructor-Led	Carol Radke	
	Dealing with Change	Instructor-Led	Carol Radke	
	Effective Communication	Instructor-Led	Carol Radke	
	Family Medical Leave	Instructor-Led & Online	Sally Burnell	
	Generations in the Workplace	Instructor-Led	Carol Radke	
	Leading Effective Meetings	Instructor-Led	Carol Radke	
	Personal Accountability	Instructor-Led	Carol Radke	
	Personnel Rules	Instructor-Led & Online	Laura Twyman	
	Professional Customer Service	Instructor-Led	Carol Radke	
	Teambuilding	Instructor-Led	Carol Radke	
	Time Management	Instructor-Led	Carol Radke	
Supervisor/Management All courses are free of charge.	ADA: Americans With Disabilities Act	Instructor-Led & Online	Lavenia Haskett	
	Administrative Investigations	Instructor-Led	Lavenia Haskett	
	Coaching Basics	Instructor-Led	Lisa Tabor	
	Delegation	Instructor-Led	Lisa Tabor	
	Evaluating Performance	Instructor-Led	Lisa Tabor	
	Leadership Basics	Instructor-Led	Kathy Hicks	
	Leading Organizational Change	Instructor-Led	Carol Radke	
	Leading Teams	Instructor-Led	Lisa Tabor	
	Litigation Landmines	Instructor-Led	Matt Brown	
	Mentoring & Motivating	Instructor-Led	Lisa Tabor	
	Performance Management Basics	Instructor-Led	Lisa Tabor	
	Performance Management for Managers & Supervisors	Online	EE Relations	
	Progressive Discipline	Instructor-Led & Online	Bruce Baxter	
	Project Management Part I - Overview & Assessment	Instructor-Led	Kathy Hicks	
	Project Management Part II - Design & Development	Instructor-Led	Kathy Hicks	
	Project Management Part III - Implementation & Evaluation	Instructor-Led	Kathy Hicks	
	Selection & Interviewing	Instructor-Led	Kathy Hicks	

	Short/Long Disability & Workers' Compensation	Instructor-Led	JWF	
	Succession Planning	Instructor-Led	Lisa Tabor	
	Supervisor Reference Manual	Online	EE Relations	
Call to Schedule Agency fees pay for course materials (price per attendee). 10 or more attendees required to schedule a session.	6 Hats	Instructor-Led	Carol Radke	\$140
	7 Habits of Highly Effective People	Instructor-Led	Carol Radke	\$80
	Building Trust	Instructor-Led	Carol Radke	\$70
	Coaching for Improvement	Instructor-Led	Lisa Tabor	\$60
	Coaching for Success	Instructor-Led	Lisa Tabor	\$60
	Essentials of Leadership	Instructor-Led	Lisa Tabor	\$60
	Managing Performance Problems	Instructor-Led	Lisa Tabor	\$60
	Performance Management Overview	Instructor-Led	Lisa Tabor	\$60
	Presentation Advantage	Instructor-Led	Carol Radke	\$70
	Reviewing Performance Progress	Instructor-Led	Lisa Tabor	\$60
	Setting Performance Expectations	Instructor-Led	Lisa Tabor	\$60
	Situational Leadership	Instructor-Led	Lisa Tabor	\$60
PeopleSoft All courses are free of charge. Most courses are restricted to Human Resource or Learning Professionals.	8.9 Basic HR Query	Tutorial & By Request	Kathy Hicks	
	8.9 Benefits Administration	Tutorial & By Request	Kathy Hicks	
	8.9 Enterprise Learning	Tutorial & By Request	Kathy Hicks	
	8.9 eRecruit for Hiring Managers	Tutorial & By Request	Kathy Hicks	
	8.9 eRecruit for Recruiters	Tutorial & By Request	Kathy Hicks	
	8.9 Workforce Administration	Tutorial & By Request	Kathy Hicks	
	8.9 Labor Administration	Tutorial & By Request	Kathy Hicks	
Other - All Employee All courses are free of charge. SPD Administered (PeopleSoft, Room, and Equipment Coordination) courses.	Basic American Sign Language	Instructor-Led	Don Tinsley & Dothier Ketner	
	Intermediate American Sign Language	Instructor-Led	Don Tinsley & Dothier Ketner	
	Hoosier S.T.A.R.T	Instructor-Led	Danny Kight	
	Pre-Retirement Planning	Instructor-Led	Multiple Presenters	
	Information & Records Management	Instructor-Led	Amy Robinson	
	Developing an Affirmative Action Plan	Instructor-Led	Karn Lucero	
	Developing an Affirmative Action Plan/Veteran Writers	Instructor-Led	Karn Lucero	
	Online Benefits Orientation	Webinar	Benefits Division Staff	
	Affirmative Action Plan Monitoring Report	Instructor-Led	Karn Lucero	